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# Privacy Notice

## 1. Introduction

This is Head First's Privacy Notice.

As part of the services we offer, we are required to process personal data about our staff, our service users and, in some instances, the friends or relatives of our service users and staff. "Processing" can mean collecting, recording, organising, storing, sharing or destroying data.

We are committed to being transparent about why we need your personal data and what we do with it. This information is set out in this privacy notice. It also explains your rights when it comes to your data.

If you have any concerns or questions, please contact us at [info@head-first.org](mailto:info@head-first.org) or call us on 01580 752275.

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## 2. Privacy Notice for Service Users

### What data do we have?

So that we can provide a safe and professional service, we need to keep certain records about you. We may process the following types of data:

- Your basic details and contact information e.g. your name, address, date of birth and next of kin
- Your financial details e.g. details of how you pay us for our services, or your funding arrangements

We also record the following data which is classified as "special category":

- Health and social care data about you, which might include both your physical and mental health data
- We may also record data about your race, ethnic origin, sexual orientation or religion.

## Why do we have this data?

We need this data so that we can provide high-quality care and support. By law, we need to have a lawful basis for processing your personal data.

We process your data because:

- We have a legal obligation to do so – generally under the Health and Social Care Act 2012 or Mental Capacity Act 2005.

We process your special category data because:

- It is necessary due to social security and social protection law (generally this would be in safeguarding instances)
- It is necessary for us to provide and manage social care services
- We are required to provide data to our regulator, the Care Quality Commission (CQC), as part of our public interest obligations.

We may also process your data with your consent. If we need to ask for your permission, we will offer you a clear choice and ask that you confirm to us that you consent. We will also explain clearly to you what we need the data for and how you can withdraw your consent at any time.

## Common law duty of confidentiality

In our use of health and care information, we satisfy the common law duty of confidentiality because:

- You have provided us with your consent (either implicitly to provide you with care, or explicitly for other uses)
- We have a legal requirement to collect, share and use the data
- The public interest to collect, share and use the data overrides the public interest served by protecting the duty of confidentiality (for example sharing information with the police to support the detection or prevention of serious crime).

## Where do we process your data?

So that we can provide you with high quality care and support we need specific data. This is collected from or shared with:

1. You or your legal representative(s)
2. Third parties.

We do this face to face, via telephone & video calls, via email, via our website or social media (with your consent), via post, via application forms, via apps.

We also use a facility called GP Connect to support your direct care. GP Connect makes patient information available to all appropriate clinicians when and where they need it, to support direct patients care, leading to improvements in both care and outcomes. GP Connect is not used for any purpose other than direct care.

Third parties are organisations we might lawfully share your data with. These include:

- Other parts of the health and care system such as local hospitals, the GP, the pharmacy, social workers, clinical commissioning groups, and other health and care professionals
- The Local Authority
- Your family or friends – with your permission.
- Organisations we have a legal obligation to share information with i.e. for safeguarding, the CQC
- The police or other law enforcement agencies if we have to by law or court order
- Your legal representatives, such as your litigation solicitor if you are involved in pursuing a claim, or your Court of Protection (COP) appointed financial or welfare deputy if you have one.

### National Data Opt-Out

At this time, we do not share any data for planning or research purposes for which the national data opt-out would apply. We review all the confidential client information we process on an annual basis to see if this is used for research and planning purposes. If it is, then individuals can decide to stop their information being shared for this purpose. You can find out more information at <https://www.nhs.uk/your-nhs-data-matters/>

## 3. Privacy Notice for Staff

### What data do we have?

So that we can provide a safe and professional service, we need to keep certain records about you. We may record the following types of data:

- Your basic details and contact information e.g. your name, address, date of birth, National Insurance number and next of kin
- Your financial details e.g. details so that we can pay you, insurance, pension and tax details
- Your training records.

We also record the following data which is classified as “special category”:

- Health and social care data about you, which might include both your physical and mental health data – we will only collect this if it is necessary for us to know as your employer, e.g. fit notes or in order for you to claim statutory maternity/paternity pay
- We may also, with your permission, record data about your race, ethnic origin, sexual orientation or religion.

As part of your application, you may – depending on your job role – be required to undergo a Disclosure and Barring Service (DBS) check (criminal record check). We do not keep this data once we've seen it.

### Why do we have this data?

We require this data so that we can contact you, pay you and make sure you receive the training and support you need to perform your job. By law, we need to have a lawful basis for processing your personal data.

We process your data because:

- We have a legal obligation under UK employment law
- We are required to do so in our performance of a public task
- We are required to provide data to our regulator, the Care Quality Commission (CQC), as part of our public interest obligations.

We process your special category data because:

- It is necessary for us to process requests for sick pay or maternity pay.

If we request your criminal records data, it is because we have a legal obligation to do this due to the type of work you do. This is set out in the Data Protection Act 2018 and the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. We do not keep a record of your criminal records information (if any). We do record that we have checked this.

We may also process your data with your consent. If we need to ask for your permission, we will offer you a clear choice and ask that you confirm to us that you consent. We will also explain clearly to you what we need the data for and how you can withdraw your consent.

### Where do we process your data?

As your employer we need specific data. This is collected from or shared with:

1. You or your legal representative(s)
2. Third parties.

We do this face to face, via telephone & video calls, via email, via our website or social media (with your consent), via post, via application forms, via apps.

Third parties are organisations we have a legal reason to share your data with. These include:

- His Majesty's Revenue and Customs (HMRC)
- Our pension and healthcare schemes
- Organisations we have a legal obligation to share information with i.e. for safeguarding, the CQC

- The police or other law enforcement agencies if we have to by law or court order
- The DBS Service, via the umbrella organisation Care Check  
<https://www.carecheck.co.uk/about/policies/privacy-policy/>
- In the case of Support Work staff, their Employer
- Public services such as the DVLA

#### 4. Privacy Notice for Friends & Relatives of Service Users or Staff

##### What data do we have?

As part of our work providing high-quality care and support, it might be necessary that we hold the following information on you:

- Your basic details and contact information e.g. your name and address.

##### Why do we have this data?

By law, we need to have a lawful basis for processing your personal data.

We process your data because we have a legitimate business interest in holding next of kin and lasting power of attorney information about the individuals who use our service and keeping emergency contact details for our staff.

We may also process your data with your consent. If we need to ask for your permission, we will offer you a clear choice and ask that you confirm to us that you consent. We will also explain clearly to you what we need the data for and how you can withdraw your consent.

##### Where do we process your data?

So that we can provide high quality care and support we need specific data. This is collected from or shared with:

1. You or your legal representative(s)
2. Third parties

We do this face to face, via telephone or video calls, via email, via our website, via post, via application forms, via apps.

Third parties are organisations we have a legal reason to share your data with. These may include:

- Other parts of the health and care system such as local hospitals, the GP, the pharmacy, social workers, and other health and care professionals
- The Local Authority

- The police or other law enforcement agencies if we have to by law or court order.

## 5. How do we Store your Personal Information?

Your information is securely stored for the time periods specified in our [Record Keeping Appendix: Retention Schedule](#). We will then dispose of the information as recommended by the Records Management Code. For example, we will:

- securely dispose of your information by shredding paper records, or wiping hard drives to legal standards of destruction
- securely archive your information in our electronic storage systems, at our registered office address, or at our off-site archiving facility, in line with our Records Keeping & Data Quality Policy.

If it is not possible to dispose of the information at the end of the retention period (e.g. if it is required for notified legal proceedings), we will continue to retain the information and document this decision in accordance with the UK GDPR.

## 6. Our Website

In order to provide you with the best experience while using our website, we process some data about you.

To find out what data is processed when you visit our website, read our Website Cookies Policy here: <https://www.head-first.org/privacy>.

## 7. Your Data Rights

The data that we keep about you is your data and we ensure that we keep it confidential and that it is used appropriately. You have the following rights when it comes to your data:

1. You have the right to request a copy of all of the data we keep about you. Generally, we will not charge for this service
2. You have the right to ask us to correct any data we have which you believe to be inaccurate or incomplete. You can also request that we restrict all processing of your data while we consider your rectification request
3. You have the right to ask that we erase any of your personal data which is no longer necessary for the purpose we originally collected it for. We retain our data in line with our [Record Keeping Appendix: Retention Schedule](#).
4. You may also request that we restrict processing if we no longer require your personal data for the purpose we originally collected it for, but you do not wish for it to be erased.
5. If we have asked for your consent to process your data you can ask for your data to be erased. You can withdraw consent at any time – please contact us to do so.
6. If we are processing your data as part of our legitimate interests as an organisation or in order to complete a task in the public interest, you have the right to object to

that processing. We will restrict all processing of this data while we look into your objection.

You may need to provide adequate information for our staff to be able to identify you, for example, a passport or driver's licence. This is to make sure that data is not shared with the wrong person inappropriately. We will always respond to your request as soon as possible and at the latest within one month.

To exercise any of your data rights, please email the Data Security & Protection Lead at [info@head-first.org](mailto:info@head-first.org).

If you would like to complain about how we have dealt with your request, please contact:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF  
<https://ico.org.uk/global/contact-us/>